CURRICULAR PRACTICAL TRAINING (CPT) INSTRUCTIONS

Curricular practical training (CPT) enables F-1 international students to participate in training that is an "integral part of an established curriculum" and that is "directly related to the student's major area of study". CPT is not intended to facilitate employment. CPT is granted by the Designate School Official (DSO) in the Office of International Programs (OIP), and students can work only for the employer, location, and period indicated by the DSO in the SEVIS system. CPT can be either on a full-time or part-time basis.

ELIGIBILITY REQUIREMENTS

You must meet the following criteria to be eligible for CPT:

- Be in valid F-1 status
- Enrolled on a full time basis for one full academic year unless your program requires immediate participation in CPT
- Will continue to be enrolled for a full course of study
- Training is "an integral part of an established curriculum"
- Training is "directly related to the student's major area of study"

APPROVAL PROCESS

1. Your academic advisor must sign the "Recommendation for Curricular Practical Training" request form.
2. You should have an offer letter from employer where CPT will take place.
3. You should submit the request form, copy of offer letter, and other supporting documentation to OIP.
4. OIP will verify your eligibility and issue you a new I-20 indicating authorization for CPT, *prior to your employment start date*.

PART-TIME VS. FULL-TIME CPT

Part-Time Training is defined as employment for 20 hours or less per week. The employment authorization on the I-20 will specify permission to engage in "part-time" CPT.

Full-Time Training is employment for more than 20 hours per week. The employment authorization on the I-20 will specify permission to participate in "full-time" CPT.
Note that a student who engages in twelve months or more of full-time curricular practical training will not be eligible for post-completion optional practical training (OPT).